



## REQUEST FOR PLANNING BOARD REVIEW

### Type of Action Requested

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Subdivision<br>(Sketch Plan)            | <input type="checkbox"/> Subdivision<br>(Preliminary Plan)         | <input type="checkbox"/> Subdivision<br>(Final Plan) |
| <input type="checkbox"/> Site Plan Review<br>(Historic District) | <input type="checkbox"/> Site Plan Review<br>(Planned Development) | <input type="checkbox"/> Site Plan Review<br>(Other) |

### Materials Submitted

- Application
- Environmental Assessment Form
- Drawings
  - Location Plan
  - Site Plan
  - Sketch Plan (Subdivision only)
  - Preliminary Plans (Subdivision only)
  - Final Plans (Subdivision only)
  - Work Plan (Historic) and/or other illustrative drawings:  
\_\_\_\_\_

- Samples of proposed materials and/or photos

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Planning Board meets the first Tuesday of every month in which there is an agenda. Agenda items are due at least 16 days before the date of the meeting in which they are to be considered. Petitioners must be present.

Date Received by City \_\_\_\_\_

Agenda Date \_\_\_\_\_

## PLANNING BOARD APPLICATION

**A complete application consists of the following forms and documentation. All application materials must be collated into individual packets**

Please refer to the Site Plan Review, Subdivision, or Historic Handout to verify the number of packets required and associated application fee.

**Application Packets must include:**

- Request for Planning Board Review form filled out (cover page)
- Application filled out completely and accurately
- Location Map identifying property
- Required Plans (**folded** with project name showing)
- Environmental Assessment Form
- Application Fee

**Project Name:** \_\_\_\_\_

Location: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**Agent:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**Requested Action:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Size of Property:** \_\_\_\_\_

**Existing Zoning:** \_\_\_\_\_

**Existing Use:** \_\_\_\_\_

**Surrounding Land Use:** \_\_\_\_\_

Does the property contain any easements or rights of way?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is this parcel in a flood plain and/or wetlands, or does it contain features of archaeological or historical significance? Yes \_\_\_\_\_ No \_\_\_\_\_

Please specify \_\_\_\_\_

**Tax Map Parcel Number: (Call the Assessor's Office at 339-7614)**

Map # \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_

**General Information and Certification:**

The City of Rome's Planning Board regularly meets the first Tuesday of every month. To be placed on an agenda, a complete application must be submitted to the City's Department of Community and Economic Development at least sixteen (16) calendar days in advance of the upcoming meeting. Although a record of the proceeding will be mechanically reproduced, the Planning Board will not guarantee its accuracy or quality. Applicants wishing a record of the proceedings must make appropriate provisions themselves.

The required number of copies of plans, documents, drawings and/or other illustrative materials must be submitted in an application packet in order for it to be considered complete. These drawings must clearly reflect both existing and proposed structures, rights of way, easements and any other deed restrictions on which the proposal impacts including any other specifications discussed on the handout. *Failure to provide complete information may result in unnecessary delays or revocation of approvals.*

It is essential to remember that you or your representative must be in attendance at the meetings in order for your petition to be reviewed by the Planning Board.

*I do hereby state that the information submitted is an accurate representation of my request:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions please contact the following:

Planning Coordinator (315) 339-7643  
Corporation Counsel (315) 339-7670